

Preliminary Plats

DR009



What is a preliminary plat?

The term "preliminary plat" (also known as "long plat" or "preliminary subdivision") refers to a type of land subdivision that involves the creation of 10 or more lots, tracts, parcels, or sites. The other type of plat is the "short plat" that involves the creation of 9 or fewer parcels. Preliminary plats are a more complex type of land subdivision that may require additional information and will require a public hearing.

A preliminary plat is a neat and approximate drawing of a proposed subdivision showing the general layout of streets, alleys, lots, blocks, and other elements of a subdivision consistent with the Redmond Zoning Code (as illustrated in the graphic on the right). The preliminary plat map serves as the basis of approval or disapproval for the general layout of a subdivision. A quasi-judicial review process (decision by the Hearing Examiner) is used for preliminary plats as opposed to the administrative review process used for short plats.

Land Division Standards

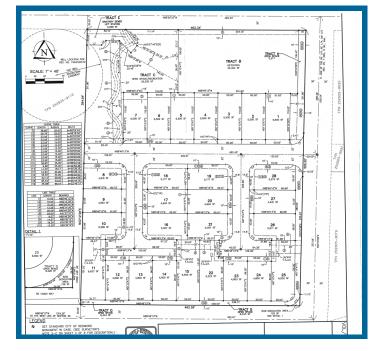
Any new subdivision of land must conform to the current land division standards. Lots must be established according to the relevant zoning regulations concerning lot size, both in terms of minimum width and lot square footage. A survey of the preliminary subdivision must be conducted by a registered land surveyor in the State of Washington.

A preliminary plat project proposal will need to appropriately address civil engineering, right-of-way dedication, and access to utilities. For right-of-way dedication, a preliminary plat may be required to provide easements and public sidewalks where necessary, construct streets per City design manuals, and clear and grade the site in compliance with City standards.

The site must have access and be connected to adequate water, sewer, and storm drainage systems. The project must also guarantee the completion of all improvements either through performance assurance (security) or cash deposits.

Decision Criteria, Review, and Approval

In order for City staff to make informed decisions, project



proposals may be required to provide special reports such as a technical critical areas report. A basic title report or plat certificate, SEPA for review, proposed site layout, tree preservation plan, traffic study, density calculations and pertinent site information, and key plat map will always be required. The project proposal must also show how all applicable zoning regulations are met on a site plan.

Once a completed preliminary plat land use application has been made, a Notice of Application will be sent to surrounding property owners of the site and notice placed on-site. The Technical Committee, a review team of all divisions formed from the Planning and Public Works Departments, then evaluates the required submittals for the preliminary plat. Revisions may be necessary or additional information requested from the applicant during the review process. Once the application is fully code compliant, a SEPA determination is made.

The Technical Committee then issues a final recommendation to the Hearing Examiner on the preliminary plat, including the

Committee's findings and conclusions to support the recommendation. The Hearing Examiner holds an open record hearing on the application to make a decision and any necessary modifications and/or conditions to the application decision. As a Type III land use permit application, an appeal on the Hearing Examiner's decision can be filed by the public, which could add further time to the review and approval process.

Once all appeal periods have expired or appeals satisfied and approval has been granted, the applicant may develop subdivision facilities and improvements upon review and approval of construction drawings by the City's Development Review Engineering Division. All development shall be subject to any conditions imposed by the Hearing Examiner.

Construction and Final Plat

With the approval of a preliminary plat, the applicant must complete the engineering construction drawings and have them approved by the City. Once approved, these drawings authorize the applicant to begin work in the field and to begin the construction of the development.

A preliminary plat is part of a two-phase process: outline planning approval of a plat and final plat approval. A preliminary plat may be used to establish outline approval for multi-phase subdivisions. A final plat may be approved for each subdivision phase as long as overall phasing approval has been granted for a preliminary plat.

Preliminary Plat Time Limits, Expiration, and Restriction

A preliminary plat has a statutory time limit on approval once an application is deemed complete. The preliminary plat must be approved within 90 days.

Final approval of a subdivision must be acquired within 5 years of preliminary subdivision approval (in most cases), otherwise the approval will become null and void. The Hearing Examiner may grant a one-year extension if the applicant has made a good faith effort to submit the final plat within the required time period provided that written request was made at least 30 days before expiration of the required time period.

Applicable Code Sections

RCZ 21.74: Land Division

RZC 21.76.050.H: Type III Review

Questions: 425-556-2494 or planneroncall@redmond.gov. You can also visit us in person at the Development Services Center located on the 2nd floor of City Hall. Open Monday through Friday from 8 am to 5 pm.

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